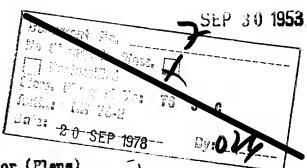
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MEMORANDUM FOR:

Deputy Mirector (Flans)
Deputy Mirector (Intelligence)
Inspector General

Agst. Director for Mational Stimutes

Asst. Director for Scientific Intelligence

Asst. Director for Research and Reports

Asst. Director for Intelligence Coordination

Asst. Director for Current Intelligence

Asst. Mreetor for Collection and Memerination

Asst. Director for Operations
Asst. Director for Communications

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Asst. Director for Personnel

Chief, General Services

The Comptroller

General Counsel

The Auditor

Chief of Togistics Chief, Wedical Steff Director of Security

Director of Training

SUBJECT:

Survey of Electric Typewriters and Electric Business Machines by the General Services Administration.

- 1. The Chairman of the House Appropriations Committee has requested the General Accounting Office and the General Services Administration to make a survey of electrical business machines used throughout the Government. The General Services Administration has assumed the leadership with respect to electric typewriters and electric business machines.
- 2. The General Services Administration, in GSA Circular 73, dated September 17, 1953, has requested the Agency to report on its Fiscal Year 1953 utilization of electric typewriters and electric business machines not later than / Getober 1953. A copy of that circular defining the scope of the survey to be made, together with a prescribed form for reporting the required data and

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instructions for its preparation is attached. Your office will be concerned only with that part of the report pertaining to PLECTRE TYPENSTIES (Exhibit 1). The Logisties Office vill furnish the data relating to Electric Business Machines in Stock and on order (Exhibit 2). In order that an Agency consolidated report may be forwarded to the General Services Administration by/6 October 19.3, it is requested that each Office forward its report in original and three copies not later than /2 october 1993 to he. , Organization and Methods Service, who has been design nated as the Agency's representative to act as limited with the General Services Administration and to assist the several compoments of the Alency using this type of equipment.

- 3. Sufficient copies of GSA Form 1134 (Exhibit 1) necessary to render the requested report may be obtained at Room 20%, Alcott Hall.
- 4. Your cooperation in the preparation of the required data is requested.

Acting Deputy Director (Administration)

1 Attach.

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